# TAFE NSW Ariba Network Supplier Training

How to submit electronic invoices against a
TAFE NSW contract

September 2023

Hyams Beach, South Region
Wandi Wandian Country, traditional lands of the Jerrinja people

TAFE NSW acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to Elders; past, present and emerging of all Nations.

# Topic
# Audience
# Background

| Topic | **This Quick Reference Guide (QRG) addresses how to submit an invoice in Ariba against a TAFE NSW contract.** |
|---|---|
| Audience | TAFE NSW Suppliers |
| Background | TAFE NSW uses SAP Ariba as its preferred eProcurement Solution. Suppliers are required to receive Purchase Orders (POs) and Contracts via their SAP Ariba Account and submit their invoices electronically through the Ariba Network.<br><br>When a supplier is ready submit an invoice against a contract, the process steps are:<br>1) Log in to the supplier's Ariba Network Account<br>2) Find the relevant TAFE NSW contract in the Account<br>3) Select the relevant line items in the contract to invoice against<br>4) Complete all the relevant fields in the invoice<br>5) Submit the invoice via the Ariba Network.<br><br>The invoice will be routed for approval within TAFE NSW, and standard payment terms apply. |

# Step 1

The TAFE NSW Business Contract Manager will advise you when your contract with TAFE NSW has been set up in the Ariba Network. Once that has been done, navigate to supplier.ariba.com and enter in your **Username** and **Password**.
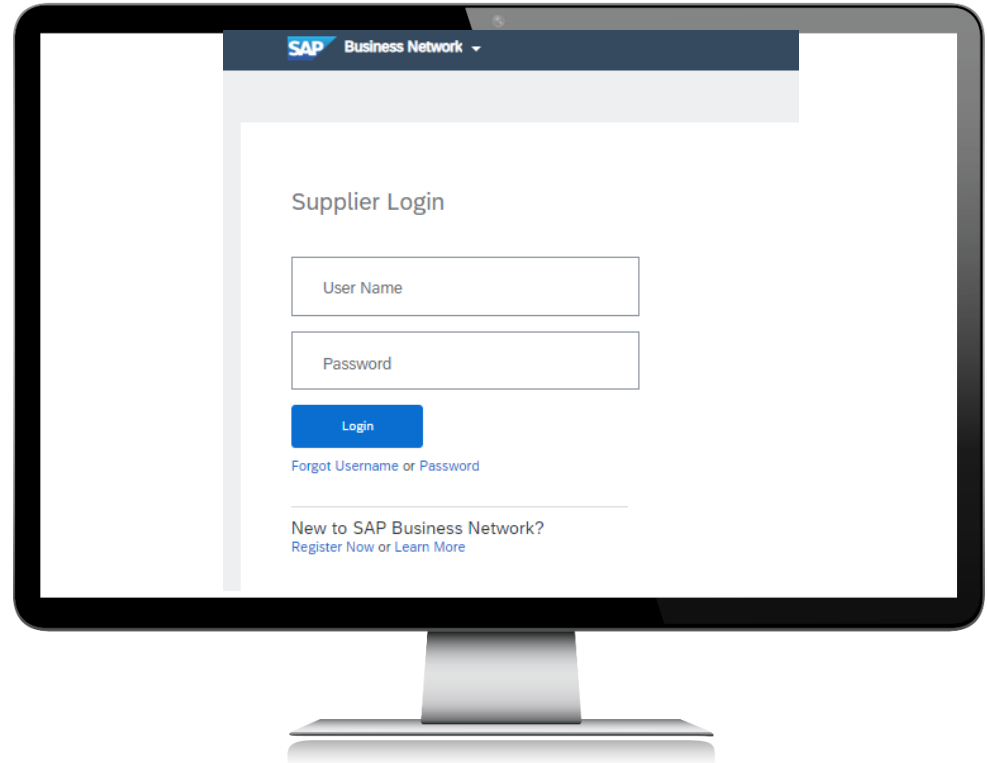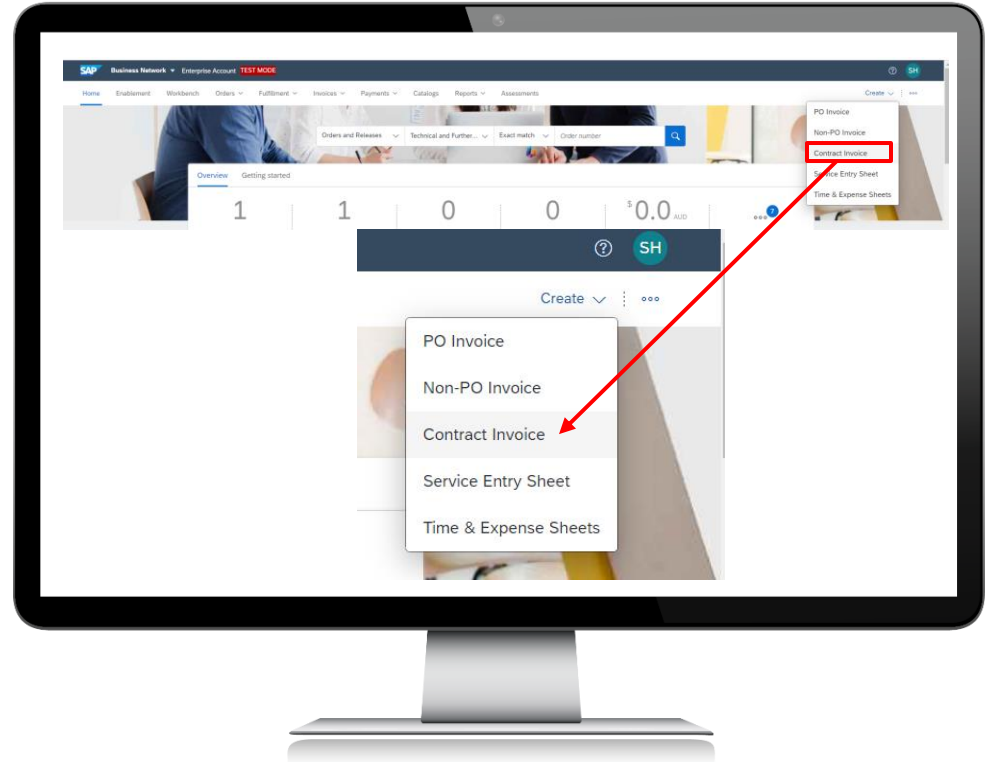
# Step 2

From the '**Home**' page of your Ariba Network Account, click on the '**Create**' dropdown in the top right-hand corner of the screen.
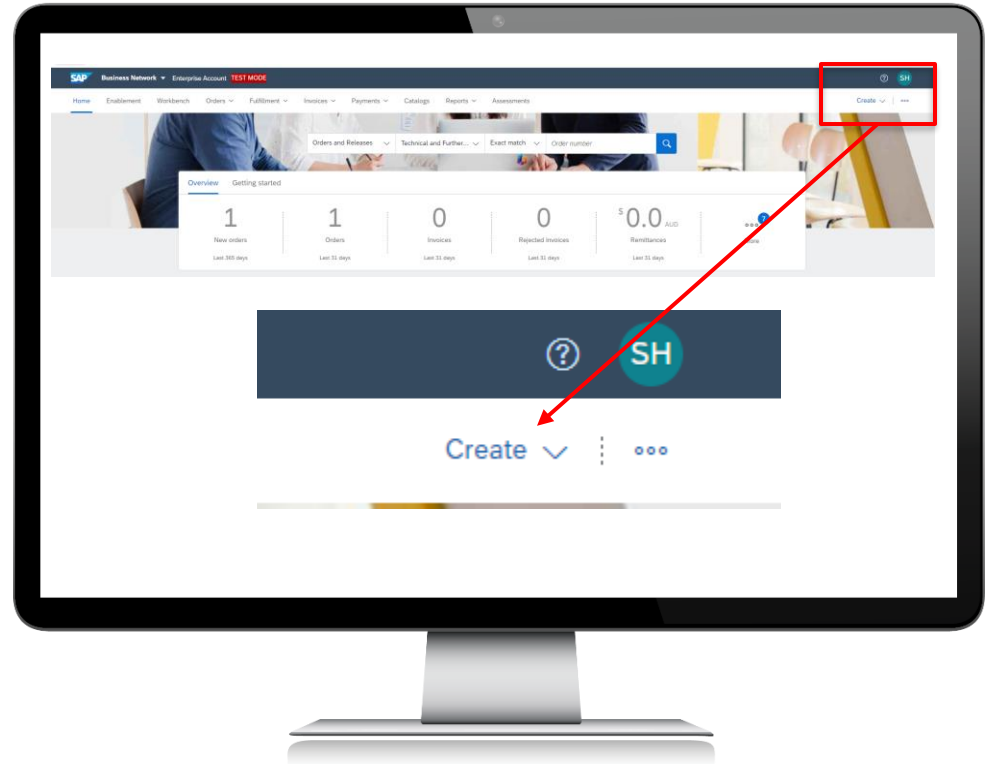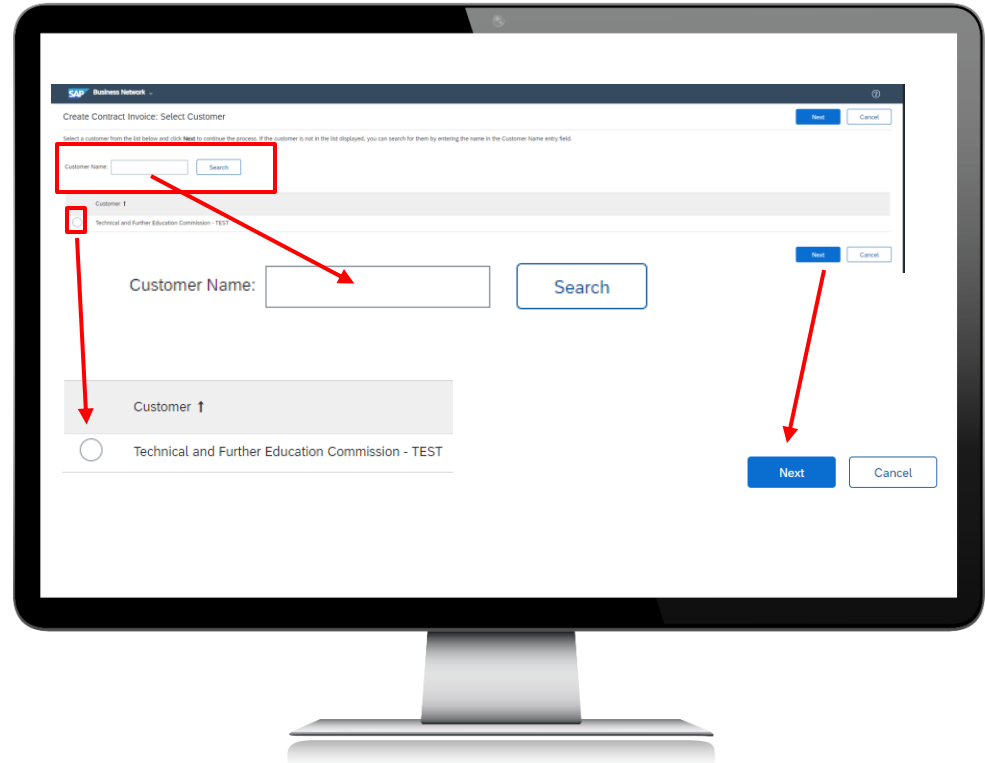
# Step 3

Select '**Contract invoice**' from the dropdown list.

# Step 4

The following screen will appear. If you have multiple customers in Ariba, you can search for the customer's name. Otherwise, use the radio button to select '**Technical and Further Education Commission**' from the list and click '**Next**.'

# Step 5

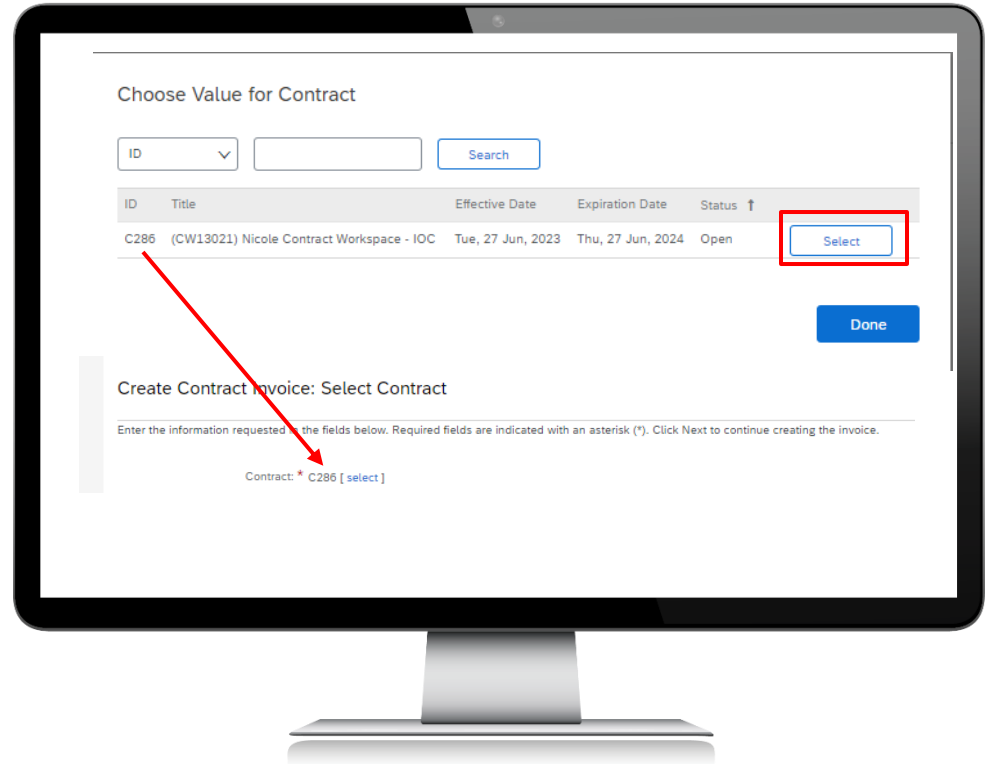At the next screen, select the radio button for '**tafecheckout**' and then click '**Next**.'
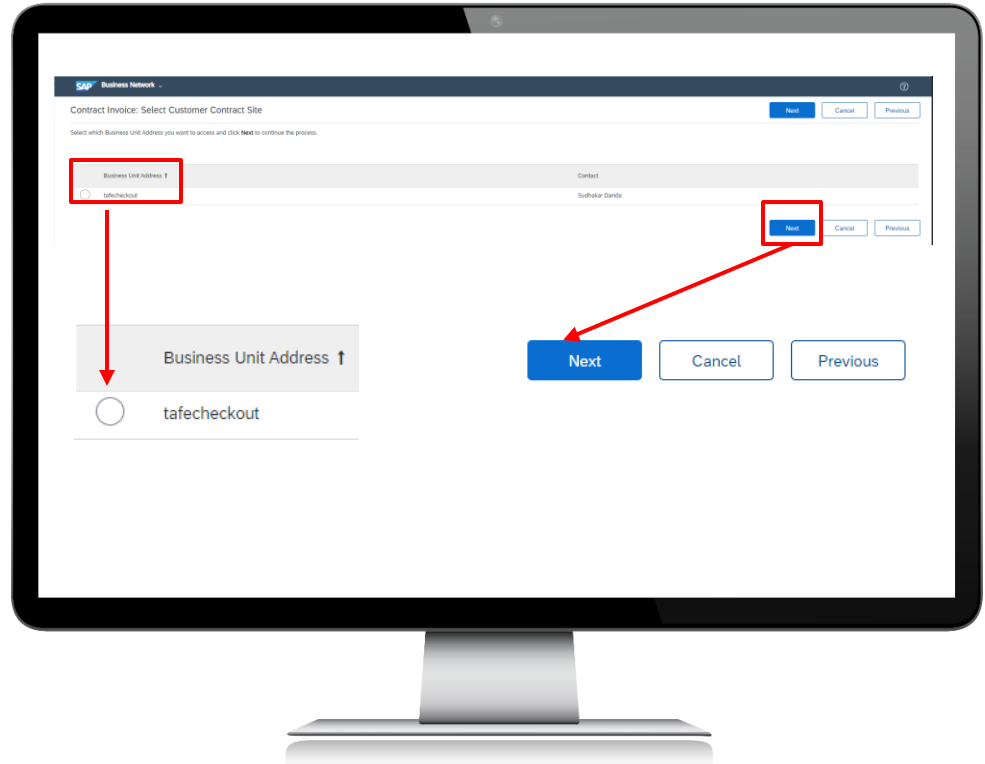
# Step 6

The screen below will appear. You may have more than one contract with TAFE NSW, so you will need to search for the correct one. To do that, click on 'select' next to the words '**Contract: \* (no value).**'



Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are in

Contract: \* (no value) [ select ]

# Step 7

The following screen will appear. If you only have one contract with TAFE NSW, select that one. If you have more than one, be sure to select the correct one that you want to invoice against. The contract will then appear in the previous screen.

# Step 8

Complete the rest of the fields on this page, and then click '**Next**.'

# Step 9

The invoice header screen will appear. Complete all the mandatory fields marked with an asterisk* as well as any optional fields that you wish to complete.

# Step 10

Scroll down to the section with the contract line items and select '**Add item**.'

# Step 11
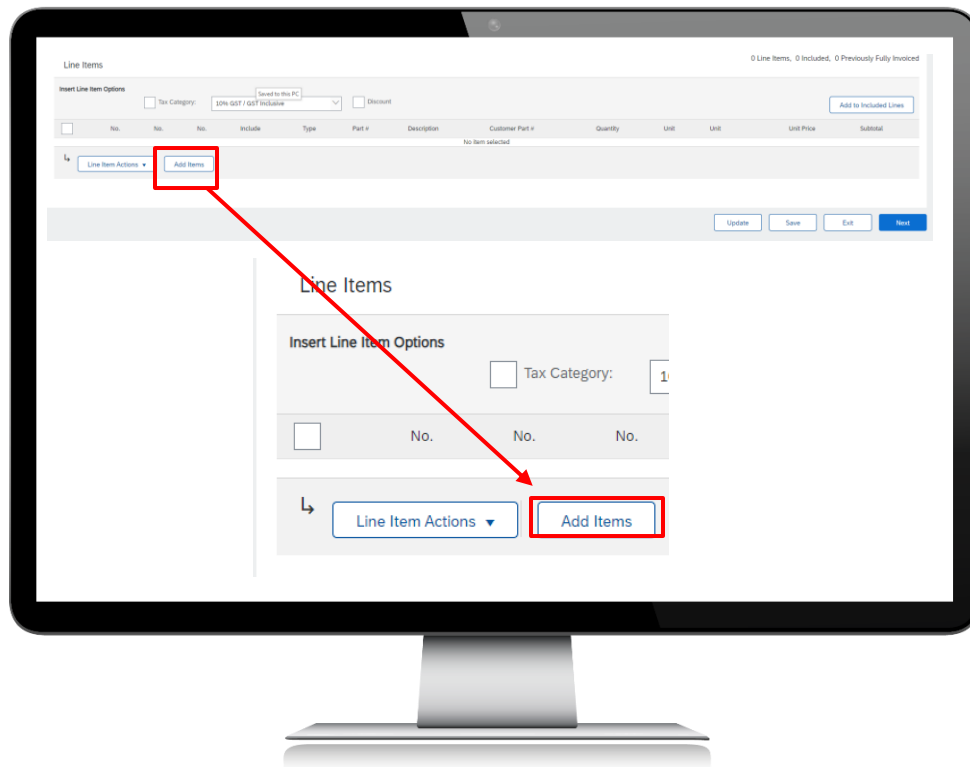
You will come to a screen that lists all the line items available in the contract to be added to your invoice. You will need to select which lines you want to add, update the Quantity field if required, and then click '**Add Item**' for each line you want to add to your invoice. Click '**Done**' at the top or bottom of the page when you are finished adding the required lines and you will return to the invoice screen.

# Step 12
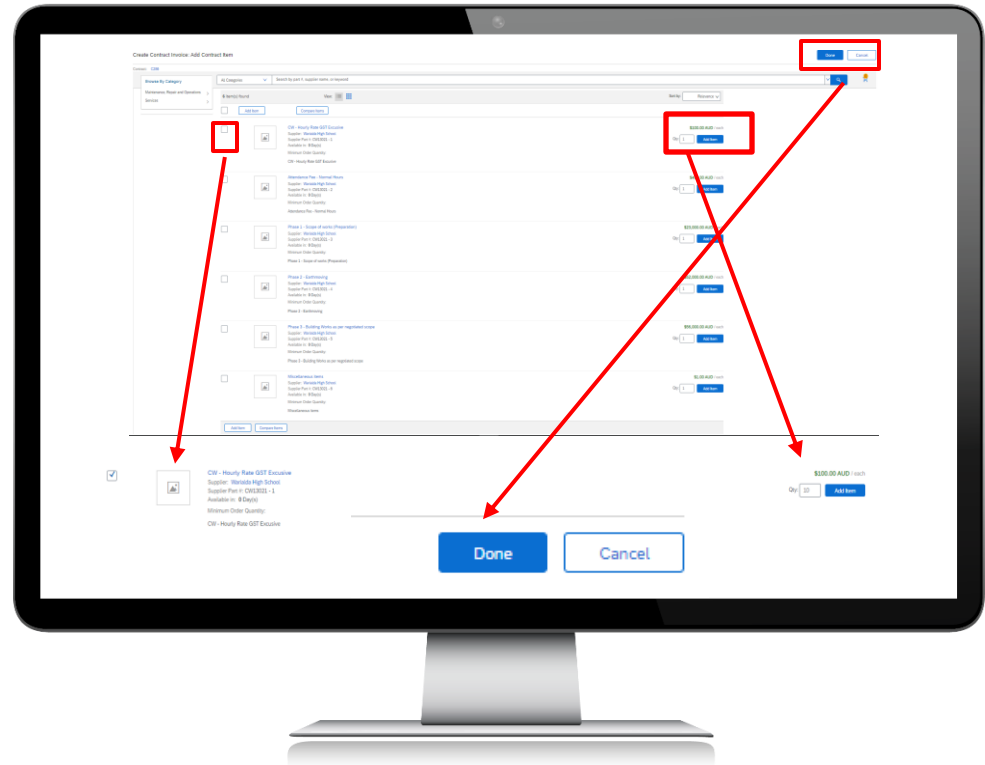
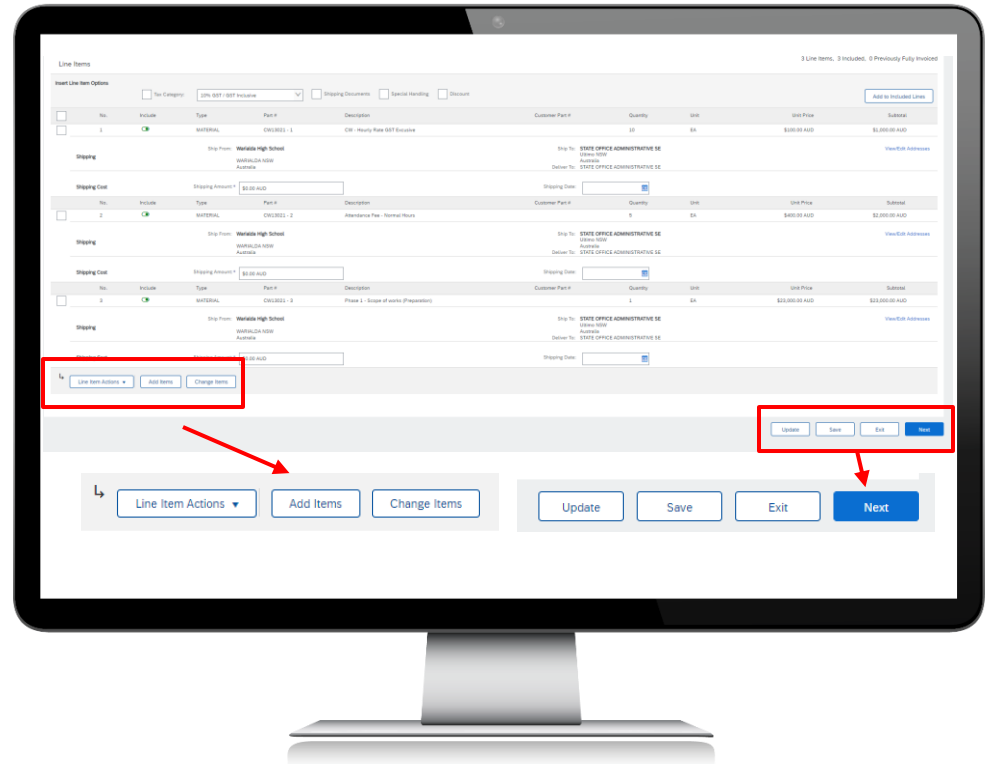When you return to the invoice screen, ensure you have added all the lines you want to invoice, and check that everything is correct. You can always change items or add more items by clicking the relevant box on the page. When everything is correct, click '**Next**.'
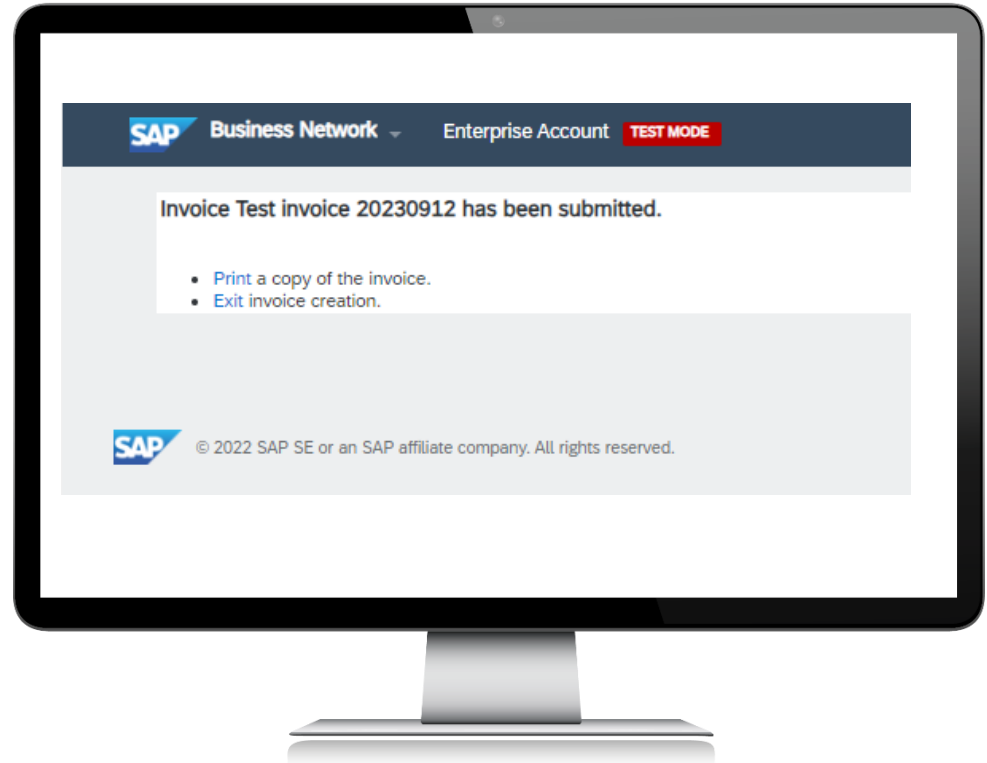
# Step 13

You will now see the below summary screen. This is a chance to do one final check before submitting your invoice to TAFE NSW. If you need to correct something, select 'Previous' and make the required change. If you want to save the invoice and come back to it later, click '**Save**.' You can also '**Exit**' without saving, or, if ready to invoice, click '**Submit**.'
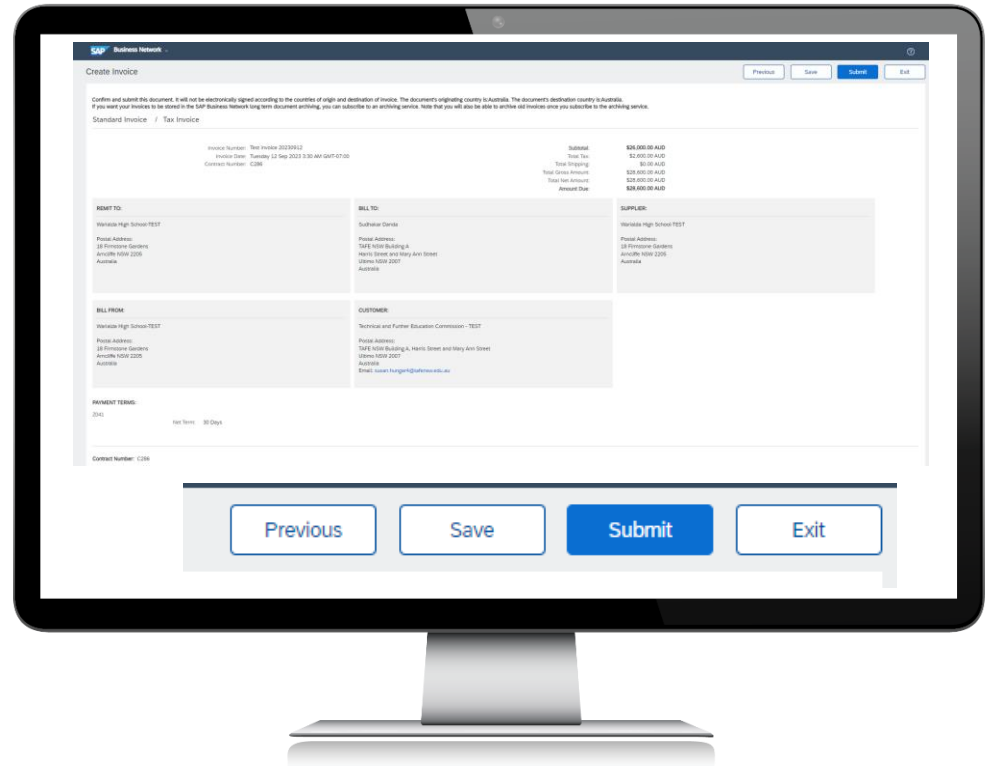
# Step 14

Once you have submitted the invoice, you will be notified that that invoice has been submitted. At this point you can '***Print***' a copy of the invoice or simply '***Exit***' the invoice creation process.

# Further assistance

| For help with: | Contact |
|---|---|
| Invoicing TAFE NSW | <ul><li>Call 1300 823 343</li><li>Press Option 2 for 'Finance'</li><li>Press Option 3 for 'Accounts Payable and Supplier Accounts – Unpaid Invoices'</li></ul> |
| Help with SAP Ariba from TAFE NSW | <ul><li>Call 1300 823 343</li><li>Press Option 2 for 'Finance'</li><li>Then Press Option 2 for 'Help with SAP Ariba'</li><li>Alternatively, you can email suppliers@tafensw.edu.au.</li></ul> |
| TAFE NSW Supplier Resources Hub Website | <ul><li>Click the following link to visit the Supplier Resources – Hub TAFE NSW.</li></ul> |

# Thank you